

Community Room Policies and Pricing

Pricing:

Non-profit and Residents (Mars, Adams Twp, Middlesex Twp, Valencia): \$100 Per Rental

Business of For Profit and Non-Residents: \$150 Per Rental

General Rules:

PERSON RESPONSIBLE (PERSON LISTED ON AND WHO SIGNED THE RENTAL FORM)

- The adult applicant, over 21 years of age, must be the person in charge of the group and must accept responsibility for the group. The adult applicant must be present at all times.
- Is responsible for set-up and clean-up of the space. This includes garbage removal.
- Will be responsible for the cost of any damage or clean-up that requires special cleaning products or professional services.
- Illegal gaming is prohibited.
- No alcohol or tobacco products may be used on the premises.
- Group activities, which may damage the room or cause excessive wear, will not be permitted. Groups will be restricted to the areas specifically requested.
- Nothing, including tape, may be affixed to the walls or ceilings.
- Food and/or catered events are welcomed. Provide your own towels and paper products.
- In the event a room key provided to the responsible party is lost, the responsible party will be held liable for the expense of a lock replacement.
- The Library will not be responsible for any injuries, loss or theft.

Reservations:

- Library events are given preference and other reservations are on a first-come, first served basis.
- The Library reserves the right to prohibit the renting party from future room rental if there were issues or complaints from past events or additional clean-up costs were not resolved.
- The Library has the right to refuse or cancel any reservation.
- The Library Director must approve any and all community room events.
- Exceptions to the reservation policies must be approved by the Board.
- Fees are due and payable at the time of the reservation and are non-refundable.
- Rental rates are subject to change at the discretion of the Library Director and/or the Board of Trustees.
- The Library has approximately 21 tables and 140 chairs. This is subject to change.
- The entire room, with tables and chairs, holds approximately 118 people and approximately 250 with just chairs.

Wireless internet is available

(Updated 3/28/2022)